

<b>RISK ASSESSMENT</b>	<b>Re-starting of training courses at PBA</b>		<b>BEST SI TEAM</b>
Assessment completed by:	Date Completed:	18 <sup>TH</sup> June 2021	
PRINT NAME: Susanne Combe	Next Review Date Due:		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus	Delegates attending course. Facilitators.	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). illness or spread of infection in wider community, death of member of staff or pupil	<ul style="list-style-type: none"> <li>All staff and delegates when not in setting to follow government <u>guidelines</u> and Stay alert (<b>NB</b> School has no control over this).</li> <li>Settings to follow DFE Guidance on Coronavirus</li> <li>SI Team to check this guidance as it is regularly updated with new practices</li> <li>Review all activities to consider and manage risk of Coronavirus.</li> <li>Display free <u>poster</u> on “catch it, bin it, kill it poster” in toilets and staff notice boards in Training Room</li> <li>Provide tissues for Training Room and wipes suitable for viruses.</li> <li>Ensure robust cleaning of high contact surfaces throughout the day</li> <li>Ensure training room is ventilated and that windows stay open as much as possible</li> <li>Obtain advice where required from H&amp;S consultant, NHS 111 and DFE Helpline 0800 046 8687 or email <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></li> <li>COVID 19 is RIDDOR <u>reportable</u> and should be reviewed if member of SI team dies</li> <li>Ensure time allowed frequently during the day for delegates to wash/sanitise hands and keep distance from other delegates</li> </ul>	<p>Yes – guidance displayed in room too</p> <p>Yes</p> <p>Yes – and written in to our displayed procedure for all deliverers</p> <p>Yes – and written in to our displayed procedure for all deliverers</p>	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus (cont)	Delegates attending course. Facilitators	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	<ul style="list-style-type: none"> <li>• If there is a national lockdown, all courses will move to Online Learning via Google Meets or Zoom to deliver key parts of training courses</li> <li>• Training provider to ensure delegates are able to social distance – <b>no more than 15 people in the training room</b></li> <li>• DELEGATES are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19).</li> <li>• Visitors limited to school – try to hold meeting remotely where possible</li> <li>• Delegates into school must be recorded (with contact details) and informed of school arrangements for COVID19 – Lists of delegates will be shared with PBA office staff in advance of course/meeting and recorded in the school's electronic registration system</li> </ul>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Vulnerable staff/delegates (Including pregnant workers)	Vulnerable staff/delegates/facilitators	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> <li>SI team to complete twice weekly LFT test in accordance with the DfE guidance</li> <li>Complete individual risk assessment for staff extremely clinically vulnerable</li> <li>Review workforce to identify staff in <b>clinically vulnerable</b> category (70 or older, pregnant or usually need a flu jab for underlying medical conditions that might be in the 'clinically vulnerable' category) should work from home where they can and should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. If necessary, carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <a href="#">guidance</a></li> <li>Pregnant staff review working arrangements and update pregnancy risk assessment</li> <li>Where possible, extremely clinically vulnerable/clinically vulnerable delegates offered alternate method of learning e.g. attendance via Google Meets or distance learning materials supplied</li> </ul>	ALL  n/a n/a  n/a n/a	
Lack of social distancing on courses			<ul style="list-style-type: none"> <li>Removal of unnecessary furniture to create more space in the-training Room</li> <li>Keep windows open for ventilation.</li> <li>Keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety)</li> <li>Facilitators to reduce risk of spread between delegates and facilitators/admin staff by eliminating physical resources where possible. E.g. evaluations to be online via Google Forms, delegates can fill out on their mobile devices/laptops/can be sent out after the course. Group activities, such as card sorts, to be used only when an alternative method is not possible</li> </ul>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.	Delegates and facilitators	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> <li>Refer to Public Health and DFE <a href="#">Guidance</a> for Schools on Coronavirus</li> <li>Delegate/facilitator feeling poorly to be moved to a separate room and person supporting them to wear face mask and gloves</li> <li>Call 999 if they are seriously ill or their life is at risk.</li> <li>Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste</li> <li>Clean down area where delegate/facilitator has been (including the bathroom if used) following cleaning in Non healthcare settings guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>		
Delegates or staff starts to show symptoms when in school and this could be passed onto to other staff/delegates in close proximity. (Continued)	Staff, visitors, delegates	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> <li>If a staff member/facilitator/delegate displays the following symptoms, they should be sent home and advised to self-isolate for <b>7 days</b> if they live alone and have either: <ul style="list-style-type: none"> <li>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>Loss of sense of smell or taste</li> </ul> </li> <li>or self isolate for 10 days if they live within a household. The other members of the household should self isolate for 10 days from when the symptomatic person first had symptoms</li> <li>The SI Team will inform other delegates on the course/meeting if a delegate/facilitator tested positive for coronavirus within 48 hours of the meeting/course</li> </ul>		

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Lack of handwashing leading to spread of Coronavirus	delegates and facilitators	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> <li>• Print off laminate and display <a href="#">Coronavirus handwashing</a> poster in office, training room and toilets</li> <li>• Request visitors sanitise their hands</li> <li>• Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers</li> <li>• Bins emptied daily or after each course</li> <li>• Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational</li> </ul>	Yes	
Events and Lettings at school and meetings	delegates and facilitators	Spread of virus to the rest of the school/visitor population resulting in illness.	<ul style="list-style-type: none"> <li>• If training room used by PBA – PBA risk assessment in to be adhered to</li> </ul>	Yes	
Lack or ineffective cleaning of high contact surfaces or between groups or resources	delegates and facilitators	Spread of virus to the rest of the school/visitor population resulting in illness or death	<ul style="list-style-type: none"> <li>• Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place. For example: <ul style="list-style-type: none"> <li>➢ Door keypads</li> <li>➢ Door Handles (could classroom doors be kept open)</li> <li>➢ ICT equipment wiped between each use</li> <li>➢ Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps</li> </ul> </li> </ul>	Yes	
Poor respiratory hygiene	delegates and facilitators	Inhalation of virus or transfer of virus onto a surface that is picked up	<ul style="list-style-type: none"> <li>• Tissues and bins in every room to support “catch it, bin it, kill it”</li> <li>• Display around SI area “catch it bin it kill it” posters around school and remind staff and pupils.</li> </ul>	Yes	

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First aid and medication and delivering personal care	delegates and facilitators	Insufficient first aider coverage	<ul style="list-style-type: none"> <li>• SI Team to use PBA first aider should a delegate/facilitator/member of staff injure themselves</li> <li>• First aid kit available in [add in location at PBA]</li> <li>• PPE also provided, gloves, visor to deal with a first aid treatment.</li> <li>• Sufficient first aiders are available at all times</li> <li>• List of current first aiders is located at [add location]</li> </ul>	Yes	
Fire (unaware of fire procedures)	delegates and facilitators	Injury	<ul style="list-style-type: none"> <li>• Fire escape route displayed in all SI rooms</li> <li>• 'what to do in case the fire alarm sounds' PPT slide for each course given to facilitators to share with delegates</li> <li>• All facilitators of a course or meeting to display relevant H&amp;S instructions – fire escape routes, out of bounce areas of the school, Training Room checklists to reduce the spread of coronavirus infections</li> <li>• SI team and facilitators to familiarise themselves with the fire escape route of PBA</li> <li>• Smoking and vaping is prohibited within any part of the buildings and grounds.</li> <li>• Users of training room are informed of the fire evacuation procedure.</li> <li>• Details of fire evacuation procedure, closest exit, closed fire extinguisher, fire call point etc. detailed in room.</li> <li>• Building fire alarm is serviced and maintained and tested weekly.</li> <li>• Fire extinguishers serviced and maintained annually and checked regularly on site and appropriately positioned.</li> <li>• Fire risk assessment in place for the building.</li> <li>• There are trained fire marshals within the building to assist in guiding staff/visitors out of the building safely.</li> </ul>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
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Supplying Food and Drink:  Poor standards of hygiene  Physical contamination  Incorrect storage of food  Poor temperature control	delegates and facilitators	Salmonella Listeria Allergies Anaphylaxis  Scalds from hot drinks	<ul style="list-style-type: none"> <li>• Should food be served during a meeting/course, delegates will be asked about dietary requirements in advance of the meeting/course</li> <li>• Ensure food appropriately labelled to prevent allergies and anaphylaxis</li> <li>• If provided, buffets, sandwich fillings etc. kept out of fridge for shortest time possible.</li> <li>• Food sourced from reputable suppliers</li> <li>• Good food hygiene practices are observed at all times</li> </ul>	Included in the joining instructions to delegates  Food supplied by PBA kitchen	
Unsafe electrical equipment	delegates and facilitators	Electrical shock	<ul style="list-style-type: none"> <li>• Only equipment that has been PAT tested to be used.</li> <li>• Limit the use of extension leads to one (no daisy chains)</li> </ul>		
Slip/trip and falls hazards	delegates and facilitators	Personal injury	<ul style="list-style-type: none"> <li>• Users must ensure that training room is left in a clean and tidy state after their use. All litter and waste materials should be removed and, where items of furniture have been moved, they are put back in position at the end.</li> </ul>		

Risk Assessment Action Plan

<b>Control measure not yet in place or Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>Reviewed by:</b> <b>Signature:</b>	<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
<b>PRINT NAME: SUSANNE COMBE</b>				



RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury/illness occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
<b>MEDIUM (M) Possibility of significant injury or over 7 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury/illness only</b>	No further action required.

#### Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Full opening of schools in September <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

New guidance staying alert and safe social distancing : <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people  
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Self isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on Shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august>

Clinically vulnerable people <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Other resources:

<http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>

Any questions or support completing this risk assessment please contact us on [sherryl@cousinssafety.co.uk](mailto:sherryl@cousinssafety.co.uk) or 01480 718007

Date: 8.7.2020